

Las Animas County  
**Land Use Office**  
200 E. First Street Room 104  
Trinidad, CO 81082  
719 [845-2577](tel:7198452577)

**LAS ANIMAS COUNTY SUBMITTAL REQUIREMENTS FOR SPECIAL USE PERMIT**

1. AN APPLICATION ON LAS ANIMAS COUNTY PLANNING DEPARTMENT FORM
2. A LETTER OF INTENT
3. A SITE PLAN
4. THE CURRENT ZONING OF THE SUBJECT PROPERTY AND ADJOINING PROPERTY
5. PROOF OF OWNERSHIP, DEED OR CURRENT TITLE POLICY AND, AS APPROPRIATE, CERTIFICATION FROM OWNER(S) RECOGNIZING THE OWNER'S APPOINTED REPRESENTATIVE.
6. DESCRIPTION OF THE CURRENT LAND USES ON THE PROPERTY, THE CHARACTERISTICS OF THE LAND WITHIN THE PROPERTY BOUNDARIES, AND THE CURRENT LAND USE ON ALL ADJOINING PROPERTY
7. DESCRIPTION OF THE PROPOSED USE OF THE PROPERTY AND PROJECT ACTIVITIES NEEDED TO BRING ABOUT THAT USE
8. STATEMENT OF THE IMPACTS OF THE PROPOSED USE ON ITEMS SUCH AS ROADS AND FIRE PROTECTION SERVICES AND ON FEATURES OF THE NEIGHBORING ENVIRONMENT SUCH AS FLORA, FAUNA, AND WATER RESOURCES
9. LISTING OF ADDITIONAL LOCAL, STATE OR FEDERAL PERMITS REQUIRED TO BRING ABOUT THE PROPOSED LAND USE NOTING WHICH PERMITS HAVE BEEN APPLIED FOR AND WHICH, IF ANY, HAVE BEEN GRANTED.
10. A NOXIOUS WEED PLAN THAT CONFORMS WITH THE INTERGRATED WEED MANAGEMENT PLAN FOR LAS ANIMAS COUNTY AND SECTION 35-5.5-101.ET SEQ., C.R.S. APPLICANTS ARE ENCOURAGED TO CONTACT NRCS AND/OR LAS ANIMAS COUNTY WEED COORDINATOR FOR CONSULTATION.
11. A DUST SUPPRESSION PLAN DURING CONSTRUCTION, IF APPLICABLE

**THE SITE PLAN SHALL INCLUDE THE FOLLOWING ITEMS:**

1. A MINIMUM SHEET SIZE OF 8.5" BY 11" TO 24" BY 36" DRAWN TO AN APPROPRIATE SCALE AND APPROVED BY THE LAND USE OFFICER, SHOWING THE LOCATION, HEIGHT AND DIMENSIONS OF EACH EXISTING AND PROPOSED STRUCTURE IN THE PROPOSED SPECIAL USE AREAS, USES TO BE CONTAINED WITHIN THE EXISTING AND/OR PROPOSED STRUCTURES, AND THE NAME, MAILING ADDRESS AND PHONE NUMBER OF THE APPLICANT.
2. THE TOPOGRAPHY AND DRAINAGE CHARACTERISTICS OF THE PROPERTY AND LOCATION OF ANY FEMA DESIGNATED FLOODPLAIN AREAS ON THE SITE.
3. THE EXISTING AND PROPOSED BUILDING SETBACKS AND THE BUILDING AREA WITH REFERENCE TO PROPERTY LINES, HIGHWAY, STREET OR ROAD RIGHT-OF-WAY, WATERCOURSES AND OTHER NATURAL AND/OR HISTORIC FEATURES OF THE SITE.
4. THE LOCATION AND SURFACING OF ANY EXISTING OR PROPOSED PARKING AREAS AND NUMBER OF EXISTING AND PROPOSED PARKING SPACES.
5. THE LOCATION, IF ANY, OF EXISTING AND/OR PROPOSED FOOTPATHS, TRAFFIC DEVICES, DRIVEWAYS, AND CURB CUTS WITH AN INDICATION OF HOW PEDESTRIAN AND VEHICULAR MOVEMENT WILL BE CONTROLLED.
6. THE LOCATION, IF ANY, AND PERTINENT CHARACTERISTICS OF EXISTING OR PROPOSED SIGNS, LIGHTING FIXTURES AND LANDSCAPING
7. THE LOCATION OF ANY EASEMENTS ON THE PROPERTY
8. A NOTATION OF THE STAGES, IF ANY, IN WHICH THE PROJECT WILL BE DEVELOPED
9. A VICINITY MAP LOCATING THE PROPOSED SPECIAL USE IN RELATIONSHIP TO THE SURROUNDING AREA WITHIN FIVE HUNDRED (500) FEET OF THE BOUNDARIES OF THE PROPOSED PROPERTY AND A DESCRIPTION OF ANY EXISTING PLATS AND IMPROVEMENTS OF THIS ADJACENT PROPERTY.

***THE APPROPRIATE FILING FEES (SEE CHAPTER XI) SHALL ACCOMPANY THE SITE PLAN. AT THE DISCRETION OF THE LAND USE OFFICER, ANY BUT NOT ALL OF THE SUBMISSION REQUIREMENTS MAY BE WAIVED IN CASES WHERE PROVISION OF THE SPECIFIED ITEMS WOULD PROVE UNNECESSARILY BURDENSOME OR INAPPROPRIATE. IN SPECIAL CASES, ADDITIONAL SUBMITTAL ITEMS MAY BE REQUIRED BY THE LAND USE OFFICER.***

**MAILED NOTICE**

NOT LESS THAN TWENTY-ONE (21) DAYS PRIOR TO ANY PUBLIC HEARING, WHICH REQUIRES NOTIFICATION BY LETTER, THE APPLICANT SHALL PROVIDE TO THE LAND USE OFFICER THE FOLLOWING INFORMATION AS APPLICABLE TO THE PROPERTY UNDER CONSIDERATION:

1. A LIST OF PROPERTY OWNERS WITHIN THREE HUNDRED (300) FEET OF THE PERIMETER OF THE PROPERTY, AS SHOWN ON THE RECORDS OF THE LAS ANIMAS COUNTY ASSESSORS; AND
2. A LIST OF OWNERS OF MINERAL INTEREST THAT HAVE BEEN SEVERED FROM THE SURFACE ESTATE OF THE SUBJECT PROPERTY AS SHOWN ON THE RECORDS OF THE LAS ANIMAS COUNTY CLERK AND RECORDER IN ACCORDANCE WITH SECTION 24-65.5-103, C.R.S.

AT LEAST FOURTEEN (14) DAYS PRIOR TO ANY PUBLIC HEARING, WHICH REQUIRES NOTIFICATION BY LETTER, THE APPLICANT SHALL CAUSE TO BE SENT, BY CERTIFIED MAIL, A LETTER TO THE OWNERS LISTED ABOVE.

THE LETTER SHALL INCLUDE A VICINITY MAP AND A SHORT NARRATIVE DESCRIBING THE RELIEF SOUGHT. THE LETTER SHALL SPECIFY THE KIND OF ACTION REQUESTED, THE HEARING AUTHORITY, TIME, DATE AND LOCATION OF THE SCHEDULED HEARING, AND THE LOCATION OF THE PARCEL UNDER CONSIDERATION BY ADDRESS OR APPROXIMATE ADDRESS/ FAILURE OF PROPERTY OWNER(S) TO RECEIVE A MAILED NOTICE WILL NOT NECESSITATE THE DELAY OF A HEARING AND SHALL NOT BE REGARDED AS CONSTITUTING INADEQUATE NOTICE.

**GENERAL SUBMITTAL COPY REQUIREMENTS**

SPECIAL USE PERMIT: TEN (10) COPIES

**ZONING-RELATED APPLICATIONS**

SPECIAL USE PERMIT: \$400.00

**SPECIAL USE PERMIT APPLICATION DOES NOT PRECLUDE THE APPLICANT FROM OBTAINING THE REQUIRED BUILDING PERMITS THROUGH THE LAS ANIMAS COUNTY BUILDING DEPARTMENT.**